



SUBMITTALS FOR COMMERCIAL BUILDINGS

1. COMPLETED BUILDING PERMIT APPLICATION WITH APPLICATION FEE (\$1500.00).
2. SEPARATE APPLICATION FOR: LANDCLEARING WITH \$35.00 INSPECTION FEE (Except Invasive Exotics-No Fee). FILL, DOCKS OR SEAWALL (Open Water), OR EXCAVATION WITH \$80.00 INSPECTION FEE. SEAWALLS (Upland Canal) WITH \$35.00 INSPECTION FEE. IF APPLICATION IS MADE WITH COMBINATION OF ANY OF THE ABOVE (Except Landclearing) ON THE SAME LOT, ONE FEE OF \$80.00 WILL BE CHARGED.
3. COPY OF A RECORDED DEED OR CONTRACT FOR DEED SHOWING OWNERSHIP OF THE PROPERTY (only if owner named on application does not match our computer listing or Property Appraiser's print-out).
4. PHOTOGRAPH OF LOT.
5. THREE COPIES OF VEGETATION SURVEY OR HEI (Habitat Evaluation Index). THIS IS NOT REQUIRED IF LOT IS SCARIFIED.
6. ELECTRIC METER LOCATION LETTER, (Utility Co.) phone # Lower Keys 294-5272, Middle Keys 743-5344, Upper Keys 852-2431.
7. HEALTH DEPARTMENT APPROVAL, FOR SEPTIC TANK, (HRS) phone# Lower Keys 292-6894, Middle Keys 289-2450, Upper Keys 853-3240. LETTER FROM DEP IF THERE IS AN ON-SITE SEWAGE TREATMENT PLANT, phone # 289-2336
8. AUTHORIZATION FROM AQUEDUCT AUTHORITY, (FKAA) phone # Lower Keys 296-2454, Middle Keys 743-5409, Upper Keys 852-8086.
9. ONE ORIGINAL WITH TWO COPIES OF A SEALED SURVEY.
10. SFWMD EXEMPTION LETTER (if required).
11. TWO COPIES OF MANUFACTURED ROOF TRUSS DRAWINGS (if applicable).
12. THREE SETS OF SIGNED AND SEALED PLANS.
13. IF IN "V" ZONE, STRUCTURAL CERTIFICATION ("V" Zone certificate).
14. IF PAVED DRIVEWAY CONNECTS TO A COUNTY ROAD, PERMIT FROM PUBLIC WORKS WILL BE REQUIRED. FDOT PERMIT REQUIRED IF DRIVEWAY CONNECTS TO A STATE ROAD.
15. SOLID WASTE IMPACT ANALYSIS. (Contact M.C. Solid Waste Management at 292-4403)
16. TRAFFIC STUDY (if required - to be determined by planner)
17. THREE COPIES OF ENERGY CALCULATIONS (if A/C is involved).

THE FOLLOWING MUST BE CLEARLY MARKED ON THE PLANS:

- A. Natural grade taken from survey before any fill is placed.
- B. Elevation of ground slab.
- C. IF "A" Zone, elevation of the top surface of first floor, or if "V" Zone, the bottom surface of the lowest horizontal structural member.
- D. Overall height (not to exceed 35 feet from natural grade or crown of road whichever is higher).
- E. Numbered parking spaces - 8'6" x 18' each and for handicapped parking spaces - 12' x 21" min.
- F. Proper name of street (if corner property show name of each street).
- G. Setbacks from property lines to any structure.
- H. Total square footage of buildings.
 - I. Landscaping plan as per Monroe County Code.
 - J. Site drainage/calculations.
- K. Hurricane shutters as per Ordinance #008-1997.
- L. Handicap access to building(s) (per Accessibility Requirements Manual).
- M. Handicap bathrooms (per Accessibility Requirements Manual).
- N. Occupancy and/or tenant use.
- O. Fire Marshal approval.

FOR MORE INFORMATION CALL:

852-7100 Plantation Key

289-2501 Marathon

292-4490 Stock Island

CB8/99LF